



# Employee Handbook

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## **WELCOME**

The Central Intermediate Unit 10 (CIU 10) welcomes each new employee to be a part of a team. CIU 10 selected each new employee to become a member of this organization because it is believed that he or she possesses the skills and potential to reflect the high standard of quality the CIU 10 strives to achieve in the services we provide. CIU 10 success depends on the knowledge, skills, and attitudes of people who function in harmony as a team.

This handbook serves as a general reference during employment with the CIU 10. It is a guide to assist each employee in becoming familiar with some of the privileges and obligations of employment. It is not intended to be a definitive source of information on all of the terms and conditions of employment. It does **not** supersede Board Policy, Act 93 Compensation Plan Agreement, Tri-County Education Association (TCEA) Agreement, any signed documented understandings or Federal and State Law.

The CIU 10 is one of Pennsylvania's 29 regional education service agencies. The CIU 10 supports public and private schools in Clearfield, Centre and Clinton counties. The CIU 10 is a liaison to the Pennsylvania Department of Education.

The CIU 10 provides service in all areas of public and private education including Pre-K to Grade 12 student programs and services to teachers, paraeducators, administrators, adult learners and parents. CIU 10 provides services in Curriculum & Innovation, Special Education, Early Intervention, the Arts, GED and adult programs, technology and in many more categories.

If a school needs an educational service, it needs the CIU 10, the "Go To" IU!

## **CIU 10 MISSION**

Build the capacity of all learners by identifying needs, developing courses of action and supporting the implementation of strategies to allow for continuous advancement and achievement.

## **CIU 10 VISION**

Foster a culture of learning and growth.

## **EQUAL OPPORTUNITY EMPLOYMENT**

The CIU 10 is an equal opportunity employer that fully and actively supports equal access for all people, regardless of race, color, religion, gender, age, sexual orientation, national origin or disability. (Board Policy # 104 Nondiscrimination in Employment and Contract Practices)

## **EMPLOYMENT AT-WILL**

The Employee Handbook is not an employment contract for any specific period. Unless there is a written employment agreement with Central Intermediate Unit 10 that provides otherwise, or unless an employee is a tenured professional employee, the employee has the right to resign from employment with Central Intermediate Unit 10 at any time with or without notice and with

or without cause, and that Central Intermediate Unit 10 has the right to separate the employee from employment at any time with or without notice and with or without cause.

**SEXUAL HARASSMENT/HARASSMENT BASED ON RACE, NATIONAL ORIGIN, AGE, DISABILITY AND RELIGION**

The CIU 10 is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, national origin, disability or religion. Therefore, CIU 10 prohibits sexual harassment and harassment based on race, national origin, age, disability or religion of any student or CIU 10 personnel, agents or subcontractors.

It shall be a violation of policy to harass sexually, or based on race, national origin, age, disability or religion. Further, it shall be a violation to tolerate sexual harassment or harassment based on race, national origin, disability or religion by students, school personnel, board members, or third parties, agents or subcontractors.

CIU 10 personnel includes board members, employees, agents, volunteers, contractors or other persons subject to the supervision and control of the CIU 10.

The CIU 10 shall: (1) promptly investigate all complaints, written or verbal, of sexual harassment and harassment based on race, national origin, age, disability or religion; (2) promptly take appropriate action to stop any harassment, and (3) take appropriate action against any student or employee, agent or subcontractor who violates this policy and take any other action reasonably calculated to end and prevent further harassment. (Board Policy 348 Unlawful Harassment)

**EMPLOYEE PROTECTION**

Employees have the right to petition the Board to resolve concerns. They must have tried to resolve the matter at each administrative level from supervisor through Executive Director. (Board Policy # 4234 Employee Protection)

**CONFIDENTIALITY**

An employee may be required to handle material of a confidential nature. CIU 10 holds all personnel and student information as strictly confidential.

The CIU 10 adheres to the Family Educational Rights and Privacy Act (FERPA) which is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The CIU 10 adheres to the Health Insurance Portability Accountability Act (HIPAA) requirements. Employees with access to personal health information shall comply with all privacy requirements set forth by HIPAA. (Board Policy # 4003 Compliance with HIPAA and Privacy Rules)

Contact an immediate Supervisor when in doubt about any matters relating to confidentiality of material.

CIU 10 will consider any breach of this policy as grounds for disciplinary action and/or separation of employment.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

It is the policy of CIU 10 to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

CIU 10 will not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, conditions and privileges of employment.

### **WORKPLACE SAFETY**

The CIU 10 strives to provide an active Safety and Health Program with the objective of ensuring a safe environment for all employees, students, and visitors, as well as to protect CIU 10 buildings, equipment and other property. A Workplace Safety Team meets monthly to achieve these goals and is always open for suggestions. (Board Policy # 4002 Workplace Safety)

### **SIGN IN/OUT SHEETS**

All CIU 10 sites have a Sign In/Out Sheet at the receptionist area. The form is used for safety purposes and attendance and should be used upon entering the building and upon leaving if prior to the end of the normal work schedule.

### **DRUG-FREE WORKPLACE**

Controlled substance abuse in the workplace presents a clear danger to the safety and health of students and employees. The CIU 10 prohibits any unlawful manufacturing, dispensing, distribution, possession or use of a controlled substance in any workplace. Act 191 of the Pennsylvania Legislature of 1988 requires any CIU 10 employee who is convicted of the delivery of controlled substance, or convicted of possession of a controlled substance with the intent to deliver, be separated from his or her employment with the Central Intermediate Unit. (Board Policy # 4001.3 Drug-Free Workplace)

### **CLEARANCES, REPORTABLE OFFENSES, REPORTING REQUIREMENTS**

CIU 10 follows Section 111 of the PA School Code which requires background checks for all school entity (public and non-public) employees, contractors and student teachers who have direct contact with children. The following is required for employment:

- Act 168 of 2014 requires the completion of the Commonwealth of PA Sexual Misconduct/Abuse Disclosure Release standardized form for each prior applicable employer.
- Act 24 requires completion of the PDE 6004 Arrest/Conviction Report and Certification form and for employees to report within seventy-two (72) hours any arrest or conviction of an offense listed in Section 111(e).
- Act 34 PA State Police Criminal Record Clearance report upon hire.
- Act 151 PA Department of Human Services Child Abuse History Clearance report upon hire.
- Act 114 FBI Fingerprinting clearance report upon hire.
- Act 126 Child Abuse Recognition and Reporting Act training certificate.

## **DRESS/PERSONAL APPEARANCE**

CIU 10 employees dress is meant to reflect an efficient, orderly, and professionally operated organization. Employees shall be physically clean, neat, and well-groomed and dress in a manner reflecting his or her professional assignment. CIU 10 identification badges are to be worn during the workday or at times and places representing the CIU 10.

Employees shall wear:

- Dress Shirt (necktie)/Blouse
- Dress pant (chinos, corduroys, slacks, trousers)
- Dress or skirt (moderate length, no more than three inches above the knee)
- Sweater
- Sport coat
- Dress Shoes

Clothing not to wear:

- Cargo pants
- Clothing with rips
- Shorts or pants above knee in length
- Midriff exposing
- Tanks or Spaghetti Strap Tops
- Visible undergarment revealing
- Excessively short and/or tight fitting
- Plunging necklines
- Rubber/Athletic Flip flops
- Jewelry, t-shirts, hats and other garments with inappropriate messages
- Ripped, frayed or torn clothing

Footwear shall represent the image of being well maintained and for wearing in a classroom or office setting. Footwear should not be tattered or soiled.

Casual and appropriate attire may be worn on dress down days or in association with special activities days.

CIU 10 employees working in schools are expected to follow the dress code of the district, charter school, or other education entity in which he or she is working.

## **WEAPONS**

Employees are prohibited from carrying or bringing any weapon to his or her work site or any other location the employee may be required to be during the workday. This prohibition also applies to any employee who is licensed to carry a firearm or weapon. Weapons include any firearm, whether loaded or unloaded, from which a shot may be discharged including but not limited to pistol, revolver, shotgun, rifle, BB gun or any knife including switchblade knife, gravity knife, or any knife with a blade longer than three inches, or billy, blackjack, nunchaku,

bludgeon, metal knuckles, bow and arrow, electronic stunning device, or any other tool, instrument or implement capable of inflicting serious bodily injury. Any employee who is uncertain whether an instrument or device is prohibited is obligated to request clarification. A violation is a serious infraction of work rules and may result in discipline up to and including separation of employment.

#### **ATTENDANCE AND PUNCTUALITY**

Employees are expected to report to work at his or her scheduled starting times on each scheduled work day. When an employee cannot report to work, he or she must contact his or her supervisor prior to the scheduled starting time if he or she is to be absent from work or more than 15 minutes late. If the supervisor or Human Resources cannot be reached, a message should be left with the person at the front desk of the office. Employees must give the reason for the anticipated tardiness or absence, where they can be reached, and his or her anticipated time away from work.

Employees must either contact the supervisor on each consecutive day of absence or give an anticipated return date based on medical advice. Notification to a fellow employee is not proper notice. The supervisor may require a physician's certificate.

A non-emergency deviation to a work day schedule must be requested in advance by an employee and approved by his or her supervisor.

An employee who is absent from work for more than three consecutive days without notifying their supervisor or Human Resources is considered a voluntary quit and will be terminated from the payroll.

#### **ANNUAL MANDATORY IN-SERVICE DAY**

The CIU 10 has an annual in-service day. This is a required work day. If an employee must take a personal day, a request must be sent to the supervisor who will make a recommendation to the CIU 10 Executive Director prior to the day.

#### **SUMMARY OF WAGES**

Payroll is processed monthly and direct deposited by the 24<sup>th</sup> of the month unless on a holiday or weekend. Payroll is calculated over 12 months except for part-time (non TCEA) employees.

Annual raises are prorated for new employees.

All legal taxes, social security, retirement, and other required deductions are withheld and remitted to the appropriate governmental institutions.

Annuities will be deducted when requested by written notice. Deductions for annuities can be changed with thirty days' notice to the Business Office. January and July are the preferred months to change amounts (beginning new tax year and salary change).



Deductions for Christmas Clubs, benefits, charities (E.D.U.C.A.T.E.), dues, coffee fund, etc., will be made upon written request of the employee through payroll withholdings.

Any gift card giveaway is a taxable event and added to payroll figures (applicable taxes will apply).

Should an employee have any questions regarding his or her paycheck or believe that an error has been made, please report it immediately to his or her supervisor.

### **ABSENTEE CERTIFICATE/TIME FORM**

An employee's earnings depend upon the accuracy of his or her time sheets. It is the employee's responsibility to submit an accurate Absentee Certificate or Time Sheet. An employee is expected to turn in his or her time for a month by the 4<sup>th</sup> of the following month. Failure to turn in his or her time on the specified day may result in a delay in receiving his or her pay. Failure to submit accurate time will result in discipline up to and including separation of employment.

### **ADDITIONAL COMPENSATION/OVERTIME/FLEXTIME**

A week is defined as Monday through Sunday. Any time outside of an employee's scheduled regular hours requires prior approval by his or her Supervisor.

Time and one half of an employee's hourly rate is time worked over forty worked hours in any one-week period.

Use the Additional Comp/Overtime/Flextime form for time over the normal work schedule or time worked over forty hours. Comp time must be scheduled within two weeks following the end of the week the time was earned.

### **LUNCH/BREAK TIME**

Employees are allowed a half hour for lunch. There is NO compensation for lunch or breaks not taken. Break times can be assigned by Supervisors. Breaks are no more than 15 minutes, two times a full day, and are not mandatory. Break time (lunch and a 15 minute break) starts when you leave your work area and concludes when you return to your work area.

### **PERFORMANCE EVALUATIONS**

The performance of each employee will be assessed annually against an established list of criteria pertaining to his or her job description. (Board Policy # 4117 Evaluation; Board Policy # 4211.1 Performance Appraisal for Support Staff)

In the first 90 days of employment, a new employee will be considered a probationary employee and will be evaluated within the first 90 calendar days of employment.

If an employee is ranked unsatisfactory in any criteria, an appropriate plan for improvement will be outlined and a periodic re-evaluation scheduled.

## **BENEFITS AND INSURANCE**

CIU 10 shall provide a competitive package of benefits to all eligible full-time employees. The following outline of available benefits is provided with the understanding that benefit plans may change from time to time, and the plan brochures (known as Summary Benefits and posted on the CIU 10 website under staff, then Employee Benefits) or contracts are to be considered the final word on the terms and conditions of the employee benefits provided by CIU 10. For eligibility requirements, refer to the Plan document for each benefit program. Continuation of any benefits after separation of employment will be solely at the employee's expense and only if permitted by policies and statutes.

### Medical/Prescription/Dental/Vision Insurance

CIU 10 currently provides medical, prescription, dental and vision insurance benefits for eligible employees and pays the entire cost of the premiums for the employee and his or her dependents less the employee contribution.

Spouses of an employee will be excluded from obtaining medical insurance from CIU 10 if the spouse is a full time employee of a school district, intermediate unit, career and technology center, or a Pennsylvania state university.

Employees opting not to take advantage of healthcare coverage will be entitled to receive the lesser of \$2,500 semi-annually per fiscal year, or twenty-five percent of the cost to the CIU 10 of the medical insurance coverage that the employee would be entitled to if the employee chose not to take advantage of the no coverage incentive benefit.

Open enrollment for healthcare insurance shall be May 1 to June 15 of each year. Members and dependents may only be added for coverage during the open enrollment period, unless a qualifying event for health insurance occurs at another time during the year.

### Life/Long Term Disability Insurance

CIU 10 currently provides Life Insurance and Accidental Death/Dismemberment Insurance to all full time employees and eligible part time employees who are at fifty percent or more of full time status.

CIU 10 currently provides Long Term Disability Insurance to all eligible part time employees who work fifty percent or more of a full time status and all full time employees. Long Term Disability Insurance will be integrated with sick leave. A waiting period of thirty calendar days from the date of the disability to the beginning of income protection shall apply.

### Workers' Compensation Insurance

Employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To ensure proper protection for employees and CIU 10, any accident

that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from Human Resources or from Payroll.

#### Pennsylvania Public School Employees' Retirement System (PSERS)

CIU 10 is a member of the Pennsylvania Public School Employees' Retirement System (PSERS.) PSERS is a governmental, cost-sharing, multiple employer pension plan. PSERS' formula to calculate retirement benefits is based on a pension multiplier, the credited years of service, and final average salary.

All full time employees must become members of PSERS and must make retirement contributions. (Board Policy # 4233 Retirement Compensation) "Full time", for retirement purposes, is defined as employees who work five or more hours per day, five days per week or its equivalent (twenty-five or more hours per week.)

Part time hourly and part time per diem employees must meet minimum service requirements to qualify for PSERS membership (five hundred hours or eighty days.) Once the membership requirements are met, subsequent service is qualified service unless there is a break in membership.

Employee contribution rates are based on the member's date of hire and class of service and are set by law.

Contributions are not included as part of the gross income for federal tax purposes; they are federally tax-deferred.

For more information, visit PSERS online at [www.psers.state.pa.us](http://www.psers.state.pa.us).

#### Sick Leave Buyout

Full-time retiring employees upon meeting qualifications as determined annually by the Board may be eligible for cash value of unused sick days at a per day rate. This benefit shall be paid into an employee owned 403(b) account. This account may be created with the assistance of the CIU 10 Business Office.

#### Severance Payment at Retirement Benefit

Full-time retiring employees upon meeting qualifications as determined annually by the Board may be eligible for severance calculated on the basis per year of service in the CIU 10. This benefit shall be paid into an employee owned 403(b) account. This account may be created with the assistance of the CIU 10 Business Office.

#### **LEAVE BENEFITS AND OTHER WORK POLICIES**

***The following is an example of a full-time 12 month support staff employee's paid days off (see HR for employment categories paid days off; or follow written compensation plan or bargaining agreement if applicable).***

## Holidays

Eleven (11) paid holidays per year:

- New Year's Day
- President's Day
- Spring Vacation Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- First Monday following Thanksgiving
- Christmas Eve
- Christmas Day

Vacation, Personal and Sick paid time is based on the category of the employee completing a work year assignment. Upon hire paid time off is prorated for the remainder of the fiscal year. Paid time off is entered at the beginning of the fiscal year, July 1st, which is considered the first full year of hire. Upon a leave or resignation, time will be calculated for time worked in the current work year and adjustments will be made to prorate paid time off including vacation, sick and personal.

Prior to taking planned time off, an employee is to request approval by his or her supervisor.

## Vacation

- Year 1 = up to ten days (prorated days for less than 261 work day year)
- Years 2 – 9 = fifteen days
- Years 10 – 20 = sixteen days
- Years 21 – 30 = seventeen days
- Years 31 + = eighteen days

## Personal Days

CIU 10 eligible employees will be permitted four days per year for personal or emergency reasons with pay. These days shall be cumulative to seven; however, it is understood that no more than five days may be used at any given time. No reason shall be required for taking these days. Notice of intent to take the personal/emergency day(s) must be given to the Supervisor at least twenty-four hours in advance, except when emergency conditions prevail.

Any days not used that accumulate beyond seven days shall be credited as sick days on July 1<sup>st</sup> following the year of accrual.

A limit of five percent of personnel will be granted this leave on any one day. Emergency requests are exempt from the five percent provision.

## Sick Days

Support Staff earn twelve sick days annually (prorated days for less than 261 work day year)

### Family Sick Leave

Employees of CIU 10 shall be able to use ten sick days per year due to illness of an immediate family member.

Immediate family members shall be defined as father, mother, brother, sister, daughter, son, husband, wife, parents or parents-in-law, son-in-law, daughter-in-law, or other near relative with whom the employee has made a home.

These days may run consecutively and shall run concurrently with the Family Medical Leave Act (FMLA) in the case of a long-term illness or injury of a family member.

These days shall be subtracted from the employee's personal sick day account.

### Sick Day Borrowing

When a full-time, non-bargaining, employee exhausts his or her accrued sick, vacation and personal days prior to the conclusion of a fiscal year, but a health issue arises which the employee needs to use up to three (3) sick days in order to prevent an unpaid absence from work the employee may write a request to his or her supervisor to use up to three (3) sick days from the employee's sick day allocation for the upcoming fiscal year (July 1 – June 30).

- The request may not be made in consecutive fiscal years.
- The transfer of the upcoming fiscal year's sick allocation to the current year's sick allocation can only be made in April, May or June.
- If the employee leaves the employment of the CIU 10 for any reason prior to the commencement of the fiscal year for which sick days were transferred from, the value of the borrowed days will be deducted from the employee's last paycheck
- The CIU 10 may seek legal remedy upon the separation of employment if the borrowed sick days are not fully recouped.

### **FAMILY MEDICAL LEAVE ACT (FMLA)**

The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. (Board Policy # 335 Family and Medical Leaves)

Eligible employees are defined as:

- Works for a covered employer
- Has worked for the employer for at least 12 months
- Has at least 1,250 hours of service for the employer during the 12 month period immediately preceding the leave (see full policy for further information), and
- Works at a location where the employer has at least 50 employees within 75 miles.
- Eligible employees are entitled to twelve workweeks of leave in a 12-month period for:
- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care.

- To care for the employee's spouse, child, or parent who has a serious health condition.
- A serious health condition that makes the employee unable to perform the essential functions of his or her job.
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An eligible employee may also take up to twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent or next of kin. (Additional information is available from Human Resources for "The Military Family Leave Provisions under the FMLA")

### **Serious Health Condition**

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
- a period of incapacity requiring absence of more than **three calendar days** from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a healthcare provider; or
- any period of incapacity due to pregnancy, or for prenatal care; or
- any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or,
- any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

An employee's accumulated sick days shall be used and run concurrently with the Family Medical Leave Act (FMLA.)

### **JURY DUTY**

Compensation shall be full salary minus jury compensation. Evidence of such duty shall be presented to the Executive Director or his or her designee upon receipt of notice by the employee. Employee is to elect to receive jury compensation from the courts.

### **BEREAVEMENT LEAVE**

Leave of absence, with pay, for death shall be granted under the following circumstances:

Immediate Family: Five (5) days – father, mother, brother, sister, daughter, son, husband, wife, or parents-in-law, son-in-law, daughter-in-law, or near relative with whom the employee has made his or her home.

Near Relative: One (1) day, plus one (1) travel day with supervisor's approval – first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, sister-in-law.

### **PROFESSIONAL DEVELOPMENT/TUITION REIMBURSEMENT**

The CIU 10 is interested in the professional growth of employees. If an employee recognizes a professional development opportunity that he or she believes benefits both the employee and the CIU 10, it should be taken to his or her supervisor for consideration. (Board Policy # 4131 Professional Development Activities/Conference Attendance)

### **REIMBURSEMENT OF TRAVEL EXPENSES**

#### **Travel Reimbursement**

All personnel will have a designated home base. Home base is defined as the location where most of the employee's work is performed. An employee's regular commute is calculated from the employee's home to the employee's home base. If an employee lives ten miles from his or her home base, then ten miles equates to a one way commute. A two way commute equates to the total miles driven from home to home base to home. Employees shall calculate reimbursable mileage by subtracting his or her commute from the total miles driven for work purposes. CIU 10 allows for meal, out of unit travel and lodging with the proper usage of the Travel Expense Voucher Form. (Board Policy # 331 Job Related Expenses)

### **INCLEMENT WEATHER - WEATHER DELAYS/CANCELLATIONS**

The CIU 10 employees follow delays based on assigned workplace location and outlined in the current CIU 10 Closings and Delays Administrative Procedure (Board Policy # 4154 Inclement Weather). The CIU 10 does not announce CIU 10 delays. A delay notice is placed on the CIU 10 website later in the morning. The Executive Director is the workplace or office closure decision-maker. The Director of Business Services is the alternate.

Employees should enroll in the text messaging Remind App to be alerted, contact the Director of Information Technology to be enrolled. All employees will be alerted by email through the "AllCIUEmployees" listserv. Employees who do not have access to text messaging or emailing, may arrange a buddy system with a cooperating CIU 10 employee or contact his/her supervisor.

CIU 10 employees are responsible to be aware of CIU 10 alerts.

CIU 10 employees assigned outside the CIU 10 facilities will follow the delay and closure procedures established by his or her assigned schools, school districts or district where the site is located. This includes the DCA/Development Center for Adults (all counties), five charter schools, Soaring Heights, The Bridge Classrooms, Matternville Preschool, other sites and future sites.

When federal authorities or state, regional and local authorities of government declare emergency travel restrictions or other emergency declarations, the CIU 10 and its employees will adhere to those restrictions.

CIU 10 employees should always use his or her best judgement in deciding to traverse dangerous roads and making family decisions.

### **INTERNET AND TECHNOLOGY SAFETY AND ACCEPTABLE USE**

Administration provides all new employees with a copy of the CIU 10 Internet and Technology Safety and Acceptable Use Policy. A signed acknowledgement form of the Internet and Technology Safety and Acceptable Use is maintained in the personnel file. All employees of CIU 10 must use good judgment in the composition of electronic mail and in the selection of recipients. The policy applies to all system users at any location including home and privately owned computers that access the system.

Users must understand that any information sent by email becomes a CIU 10 record that may be accessed and its contents disclosed. There is no guarantee of privacy and it is also possible that others may view e-mail messages inadvertently. If confidentiality is a priority, other methods of communication should be used. (Board Policy # 5444 Internet and Technology Safety and Acceptable Use)

### **CELLULAR TELEPHONE SAFETY**

It is expected that cellular phone use by a CIU 10 employee and driver of a motor vehicle will be limited to times when the vehicle is at rest. Employees shall not respond to incoming calls and text messages or make outgoing calls or text messages with a cellular phone while driving a motor vehicle. Employees will safely move off road and stop a vehicle before engaging the phone.

### **SOCIAL MEDIA**

The use of social media as a communication and learning tool is recognized by CIU 10. However, the guidelines of this media need to be acknowledged. It is an expectation that employees **do not communicate** with students through any type of social media and unless there is written consent, it is not appropriate to post about work or the student(s).

Even during non-work times, there is a link between the CIU 10 and each employee. The lines between public and private, personal and professional are sometimes unclear in communications. Do not share confidential information, always be professional, respect and ensure the safety of others, and help build community trust.

### **INTERACTION WITH THE PUBLIC**

The first point of contact with the CIU 10 for many people, is our employees. The image conveyed to one person by one employee may be the only opportunity to create a positive impression. Good relationships reflect beneficially for the CIU 10 and ultimately for each member of this organization. We all share in creating a positive image and good public



relations for the organization. The board and administration encourage: positive attitude, working with and for people, loyalty to co-workers and the organization, pride in work and serving the public, contributing to the continuous improvement of the organization, building up the CIU 10 to be a place that welcomes the public. (Board Policy # 1130 Responsibilities of Intermediate Unit Personnel)

### **PERSONAL CONDUCT**

Common sense and respect for other people form the basis of most work rules and personal conduct. The employees of CIU 10 value when co-workers are punctual about work, breaks and meetings; present yourself appropriately; handle problems privately; refrain from gossip; are considerate and tolerant of one another and are team players. These are just a few important qualities which encompass a well conducted employee.

### **PROGRESSIVE DISCIPLINE**

CIU 10 values its employees. We strive to give all the opportunities for employees to succeed and understand the expectations of his or her job. At times it may be necessary to discuss areas that need improvement and clarify performance concerns.

Occasionally it becomes necessary to use disciplinary measures when an employee's conduct is contrary to the best interest of other employees and of CIU 10 itself. CIU 10 observes a Progressive Disciplinary Process that consists of the following:

First Offense - oral reprimand

Second Offense - written reprimand placed in personnel file

Third Offense - 1-3 days off work without pay and/or immediate separation of employment

Fourth Offense - separation of employment

If necessary a Supervisor may establish a Progressive Discipline Action Plan for an employee whose conduct has resulted in previous offenses. The steps in the progressive discipline system serve as general guidelines. There are varying degrees of seriousness that pertain to performance and/or infractions of policies. There remain instances where conduct and/or performance is of a serious nature and the only recourse is immediate separation of employment, without prior warning or consultation.

Severe Infractions, including but not limited to: breach of confidentiality, insubordination, theft, drug and alcohol abuse, falsification of documents, abuse of company property, accepting gifts of money or other objects of value, possession of any weapons, physical violence or threats, can result in separation of employment.

If an employee has questions concerning conduct or wants to review illustrations of activities that would be cause for separation of employment, he or she should contact his or her Supervisor. Common sense and respect for others form the basis of conduct policies.

NOTE: Within any twelve month period, any employee who receives three written reprimands for any offense or combination of offenses may experience separation of employment.

Nothing in the progressive disciplinary policies shall change the fact that employment with CIU 10 is on an “at-will” basis. Employment is for no definite period and may, regardless of the date or method of payment of wages or salary, be separated from employment at any time with or without cause.

### **SEPARATION OF EMPLOYMENT**

An employee is requested to provide a minimum of two weeks notice prior to the actual last day of work to his or her Supervisor. CIU 10 email account and online program accesses will be deactivated the day after the date of resignation.

CIU 10 retains the right of separation of employment with or without cause. An employee would not be separated from CIU 10 employment except for inability to meet the requirements of his or her job, elimination of the position or misconduct or violation of CIU 10 policies.

Upon separation of employment, employees will have the opportunity to complete an Exit Interview either in person or by form with the Human Resources Manager.